

PERSONNEL AND HIRING COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to amending Schedule A of Los Angeles Administrative Code (LAAC) Section 4.61, to provide salaries for the new, non-represented classifications of Accountant Assistant (Class Code 1612) and Director of Environmental Management (Class Code 7321).

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE dated May 20, 2026, approved as to form and legality by the City Attorney, amending Schedule A of LAAC Section 4.61, to provide salaries for the new, non-represented classifications of Accountant Assistant (Class Code 1612) and Director of Environmental Management (Class Code 7321).
2. AUTHORIZE the City Administrative Officer (CAO), upon accretion of the classes to a bargaining unit, to correct the appropriate Memorandum of Understanding to reflect the salaries approved by Ordinance.
3. AUTHORIZE the Controller and the CAO to correct any clerical or technical errors in the above Ordinance.

Fiscal Impact Statement: The CAO reports that the cost associated with filling Accountant Assistant and Director of Environmental Management positions will be absorbed within budgeted funds by the employing departments for Fiscal Year 2026-27.

Community Impact Statement: None submitted.

Summary:

On June 12, 2026, your Committee considered a May 29, 2026 CAO report relative to amending Schedule A of LAAC Section 4.61, to provide salaries for the new, non-represented classifications of Accountant Assistant (Class Code 1612) and Director of Environmental Management (Class Code 7321). According to the CAO, on March 24, 2026, the Executive Employee Relations Committee approved the recommendations of the CAO to establish the salaries for the newly created, non-represented classifications of Accountant Assistant and Director of Environmental Management. The recommended salaries are detailed in the CAO report.

The Accountant Assistant classification is part of the Accounting Training Program (ATP), the City's inaugural non-traditional apprenticeship program, developed with input from City Departments and labor organizations, to recruit qualified Accountants. Modeled after the Targeted Local Hire and Bridge-to-Jobs programs, the ATP provides a civil service pathway for the professional Accountant classification, which currently requires a four-year college degree. Individuals hired through the ATP will receive paid, on-the-job training for two to five years in a temporary training position, as defined by Civil Service

Rule 5.30 as an Accountant Trainee, a classification that is already in existence. Upon successful completion of the on-the-job training period, an employee will be transitioned to the Accountant Assistant classification, receive a civil service appointment, and complete a six-month probationary period. Upon successful completion of probation, incumbents will be offered a Charter Section 1014 special reassignment to Accountant. The Accountant Assistant classification will be used across various City departments, and the recommended salary is set equal to that of Accountant to facilitate the Charter Section 1014 special reassignment.

The Director of Environmental Management position will be utilized across various City Departments. An employee in this classification manages departmental plans, policies, and regulations to control environmental effects of the implementation of department work through subordinate supervisors. This position is distinguished from other environmental supervisors and managers by its comprehensive scope and responsibility for communicating long-term strategies to stakeholders. Prior to appointment as a Director of Environmental Management, a candidate must meet the minimum requirements of the classification, which include: 1) three years of paid experience as an Environmental Affairs Officer (Class Code 7320) or, 2) possession of a Bachelor of Science Degree in an appropriate field of study and six years of professional experience as an environmental researcher, wherein three of those years were spent supervising professional staff. The recommended salary aligns with other City classifications with similar duties, responsibilities, and educational requirements to support proper recruitment and retention of personnel.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel and Hiring Committee

COUNCILMEMBER:	VOTE:
McOSKER:	YES
RODRIGUEZ:	YES
SOTO-MARTINEZ:	ABSENT

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6/12/26

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